

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

HUMAN RESOURCES ASSISTANT - OC105106

**CONNECTICUT MENTAL HEALTH CENTER
HUMAN RESOURCES**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates who are on the current exam list for Human Resources Assistant

Location: 34 Park Street, New Haven, CT 06508

Job Posting No: OC105106

Schedule: 8:00 a.m. – 4:30 p.m., Monday thru Friday, full time, 40 hours per week

Salary: \$51,061.00

Closing Date: June 23, 2013

Eligibility Requirement:

Candidates must have applied for and passed the Human Resources Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties will include: Assist the Human Resources Director with recruitment and selection process; Assist and participate with new employee orientation process; Generate and complete processing forms for DMHAS, HRIS CORE-CT transactions; Work directly and counsel employees on career mobility, employee benefits, separation, transfer, tuition reimbursement and/or retirement policies and procedures; as well as other employment related issues.; Assist staff with FMLA process; Assist with the performance evaluation process for CT Mental Health Center; Utilizes human resources information systems to produce reports and summarize data; Assist with the CORE Self Services issues; Act as a liaison between staff and Payroll to resolve payroll issues; employee safety, welfare, wellness, and health reporting; Run reports as well as monitor time and attendance; Assist with workers compensation related issues; Gather information and compose correspondence; Gathers data and requests information for seniority, grievances, workers' comp., recruitment, FMLA, career mobility, tuition reimbursement, recruitment, hire, transfer, separation, retirement policies and procedures; May lead clerical staff; Assist Human Resources Director with special projects; Other duties as assigned

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
Edra.Knight@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.